

## POSITION OPENING

**Human Services Assistant I/II** --- This part-time position (25 hour/wk.) is responsible for providing administrative, fiscal, and reporting activities for the nutrition, transportation, and other aging related programs of the Aging and Disability Resource Center. The position will also be responsible for Home Delivered Meal assessments.

**Qualifications:** Associate's degree in Human Services or related field and at least one year of related work experience. An Assistant II requires 2 years of related work experience. Knowledge and experience in computer usage including Microsoft Office and specifically Excel is required. A proven record of accurate data entry and experience with databases is required. A current driver's license and access to a reliable, insured vehicle is needed. An equivalent combination of education/training and experience that provides the required knowledge, skills and abilities may be considered.

**Classification/Grade:** HSA I ---- 58 (\$15.52/hr.)  
HSA II --- 59 (\$16.13/hr.)

Reply to Linda Boll, ADRC Supervisor, N3152 State Road 81, Monroe, WI 53566 by November 4, 2016.

-Anticipated start date --- December 19, 2016-

*An equal opportunity employer, the County of Green will not discriminate on the basis of disability status or limited English proficiency in admission or access to or treatment of employment or in its programs, services or activities. Qualified minorities and persons with disabilities are encouraged to apply. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.*

October 24, 2016